



STATE OF CONNECTICUT  
DEPARTMENT OF EDUCATION



**JOB OPPORTUNITY**

**CLERK TYPIST**

**Division of Finance and Internal Operations**

**[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS ON THE LAST PAGE](#)**

**Open To:** The Public

**Location:** 165 Capitol Avenue, Hartford, CT

**Hours:** 8:00 a.m. – 5:00 p.m.

**Job Posting #** 62579

**Salary:** \$35,602 - \$45,004

**Closing Date:** May 19, 2015

**EXAMPLE OF DUTIES:**

The incumbent will be responsible for a full range of duties including: typing a variety of materials from rough copy including correspondence, memos, reports, forms and applications, bills and other documents and records; reviewing and correcting drafts for compliance with originals; entering and retrieving data on computer terminals; maintaining records and searching files for information; sending out standard form letters, making minor revisions or additions; answering telephones; receiving and directing visitors; handling routine requests for information or assistance over the telephone or in person (e.g. reception desk); photocopying and collating materials; receiving, sorting and distributing mail; assisting in bulk mailings; assisting in or maintaining inventory and ordering supplies; performing other related duties as required.

**GENERAL KNOWLEDGE:**

Knowledge of office procedures including proper telephone usage and filing; knowledge of spelling, punctuation and grammar; skill in typing a variety of materials at a net speed of 40 wpm; basic interpersonal skills; basic oral and written communication skills; basic skill in performing arithmetical computations; ability to operate office equipment which may include word processors, computer terminals and other automated equipment; ability to perform basic clerical tasks such as coding, sorting, alphabetizing and numeric ordering.

**GENERAL EXPERIENCE:**

Six (6) months as a Typist or its equivalent.

**PREFERRED EXPERIENCE:**

Candidate must be organized and able to multi-task in a fast paced environment; experience typing and editing legal documents; experience with computer systems such as Microsoft Office and Excel; experience with contracts and procurement; knowledge of Core-CT.

**SUBSTITUTE REQUIREMENT:**

Graduation from high school with course work in typing.

**NOTE:**

The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

**APPLICATION INSTRUCTIONS:**

In addition to meeting the above requirements, candidates must submit the following information by close of business on the closing date in order to be considered for this position:

1. Cover letter
2. An Application for Examination or Employment (CT-HR-12) which may be obtained from the Department of Education website at <http://www.sde.ct.gov>.
3. The names and contact information for three (3) pertinent professional references.
4. If you are a State employee, please submit a copy of your two most recent service ratings in addition to the above documents to:

**State Department of Education  
165 Capitol Avenue, Room 311  
Hartford, CT 06106  
ATTN: Lisa Carta Corriveau  
TEL: 860-713-6622**

**Please note: Applications will be accepted via U.S. mail or hand delivered only.**

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut State Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Connecticut State Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/American with Disabilities Act Coordinator, Connecticut State Department of Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2071, [Levy.Gillespie@ct.gov](mailto:Levy.Gillespie@ct.gov).

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